

## MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-180

OPENING DATE: 1 June 2007

CLOSING DATE: 18 June 2007

ANTICIPATED FILL DATE: TBD

POSITION TITLE AND NUMBER

Human Resources Specialist (Employee Relations & Benefits)  
PDCN N0500000, MD# 1723-211L

UNIT/ACTIVITY AND DUTY LOCATION

Human Resources Office  
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-0201-12 65,411.00-85,037.00 per annum

EMPLOYMENT STATUS

Competitive

WHO CAN APPLY: The area of consideration for this announcement is the NCARNG Technicians Only. Applications will only be accepted from current Competitive employees of the North Carolina Army National Guard only.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Applications must reflect duties and responsibilities of positions/jobs addressed within the KSAs. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date.

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have one year at the lower graded position. Specialized experience should indicate that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of various benefit entitlements of the federal technician program.
2. Ability to interact with employees and management on various levels.
3. Skill in computing various types of retirements for employees.
4. Knowledge of the NCNG Performance Management System.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

CONDITIONS OF EMPLOYMENT: 1. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 2. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Participates in the NGB agency level Employee Relations & Benefits Programs, for a minimum of 25% of the average work year. Performs work involving special projects/studies under the guidance of NGB-J1-TN-ER and/or NGB-J1-TN. Serves as a member of a NGB-J1-TN-ER led team. Conducts NGB projects/studies of Employee Relations & Benefits policies and actions. Provides full management advisory services during the course of the project/study. Ensures completeness and accuracy of all information and guidance contained in Employee Relations & Benefits policies and actions. Identifies trends and recommends areas of potential management improvements. Develops and presents national Employee Relations & Benefits Specialist training courses. Provides advice to other specialists located throughout the 53 states, territories and the District of Columbia on the various aspects of the state-level Employee Relations & Benefits Program. Actively participates in bureau level working groups involved in developing substantive changes to the NGB Employee Relations & Benefits Program. Performs work that involves providing advice and assistance to employees and managers, program administration, research and case management in matters related to conduct, performance, attendance, and dispute resolution. Provides comprehensive human resources (HR) management advisory and technical services for extremely complex ANG/ARNG organizations that are highly dynamic in nature. Administers the Civil Service Retirement Program (CSRS) and the Federal Employees Retirement System (FERS). Advises management and counsels employees on technical services that involve a wide variety of human resource programs such as health and life insurance, leave, Thrift Saving Plan (TSP), physical capability requirements and the Federal Employees Compensation Act (FECA). Manages, administers and provides advice and assistance on compensation/pay programs including hours of duty, premium pay, and technician security clearances. Conducts program analysis to determine activity trends and compliance with program requirements. Advises management on potential program problems such as organizational patterns of leave usage or potential FECA abuse. Manages the leave donor program and approves requests for advance leave. Provides Social Security advice, interpretation of Office of Personnel Management (OPM) and National Guard Bureau regulations on political activity and standards of conduct, Technician Assistance Program and Mass Transit Fringe Benefits Program. Independently resolves difficult issues/problems requiring consideration of the total HR Management Program. Administers and provides advice on the performance management system. Develops new or modifies local procedures to improve the various programs effectiveness for managers and supervisors in support of the agency goals. Reviews performance standards and appraisals for regulatory compliance and analyses for trends and problem issues such as disciplinary, impact on employee morale, supervisors/managers responsibilities and legal implications. Provides coaching and counseling to managers and supervisors on performance issues such as performance improvement plans, recognition techniques and feedback on establishment of critical elements and standards. Develops administrative strategies and ensures compliance with regulatory requirements for managers/supervisors on performance-based issues. Participates as strategic partner to resolve performance and procedures are followed. Serves as the HRO coordinator and subject matter expert on performance based actions. Initiates and accomplishes coordination with other HRO Specialists, NGB, Hearing Examiner, labor union representatives, management and employees on performance based appeals. Assists HRO Specialists and managers with Reduction-In-Force actions. Serves as the Program Manager for the Incentive Awards Program. Administers the awards program involving monetary and non-monetary recognition, incentive awards, and suggestion programs. Develops and provides managers and supervisors with guidance on program procedures. Maintains and monitors a tracking system to evaluate and provide management with reports of statistical information pertaining to status, financial impact, types and numbers of awards. Reviews requests to ensure ratings and justification for recommendations meet regulatory requirement. Conducts reviews to promote the effectiveness of the program and its goals. Analyzes, interprets and clarifies policies, regulations, directives and other issuances by OPM, NGB and DoD for statewide application. Develops instructions pertaining to technician personnel administration policies and provides recommendations to the HRO, staff directors and major unit commanders to ensure compliance with requirements. Provides advice to managers, supervisors, and individuals who plan to enter on military duty regarding provisions of the law covering the Uniformed Services Employment and Reemployment Rights Act. Administers the Workers' Compensation Program for the state and ensures program objectives and goals are achieved. Provides administrative and technical supervision to subordinates performing this function. Ensures accurate and timely processing of personnel actions, Notification of Personnel Action (SF-50) for separations, within-grade increases, awards, etc., to include completion of supporting forms, records and documents. Ensures personnel actions are processed and copies are distributed to the appropriate supervisors and employees. Conducts internal audit of personnel actions processed to ensure compliance with regulatory and legal requirements. Provides maintenance and security of the Official Personnel Folders (OPFs) ensuring that content meets regulatory requirements and are safeguarded under the Privacy Act of 1974. Ensures information coded into the Defense Civilian Personnel Data System is accurate and timely. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

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